

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Special Programs  
1-SP

Amendment 5

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

**A Reasons for Amendment**

Subparagraph 30 A has been amended to clarify that State Offices shall determine whether they or County Offices send the notification letters to potential applicants.

Paragraph 51 has been amended to:

- add an identification requirement
- remove the eligibility requirements about WC, HELC, and controlled substances and submitting AD-1026.

Paragraph 53 has been amended to clarify that any:

- extension of a training availability period applies to all applicants under a petition **regardless of their State of residence**
- CSREES technical training requirement is considered as completed if the training is attended by a spouse of the applicant.

Paragraph 54 has been amended to provide that documentation separating net income for different commodities or species must have been submitted to IRS, effective for applications submitted under petitions certified or recertified after February 1, 2005.

Paragraph 71 has been amended to remove inapplicable eligibility requirements.

Subparagraph 72 B has been amended to remove the requirement to file AD-1026.

Subparagraph 73 A has been amended to provide deadlines for entering applications into software.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Exhibit 4 has been amended to update the marketing periods and commodities under approved TAA petitions.

Exhibit 6 has been amended to provide application software petition numbers for recertified petitions.

Exhibit 7 has been amended to add shrimp weight conversions for Louisiana.

Exhibit 9 has been amended to update the years for applicant's net-income comparison.

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**Note:** Exhibit 6 does **not** have a page 2.

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## 30 Providing Notice to Producers

### A Providing Producer Information

**\*--Effective with 2003-crop commodity petitions, FSA-230 shall be mailed to each producer--\***  
that is known to be potentially eligible for benefits under TAA. This notification shall be mailed for each original petition and for each subsequently certified petition.

This notice must contain information about:

- potential payments provided by FSA to approved applicants
- the application process and eligibility requirements
- technical training available from CSREES to all TAA applicants, whether approved for payment or not
- employment services and training benefits provided by the Department of Labor to producers approved for payment.

**\*--State Offices shall decide whether they or County Offices shall notify potentially--\***  
**eligible producers in their State of TAA payments available for marketing in other States.**

**Example:** Texas shrimpers are eligible to apply for TAA benefits available for shrimp marketed in Florida.


See subparagraph B for an example of FSA-230.

## 30 Providing Notice to Producers (Continued)

## B Example of FSA-230

State Offices shall mail FSA-230 to producers thought to be eligible for TAA payments under any new or subsequently-certified petition.

\*--

<p><b>United States Department of Agriculture</b></p> <p>Farm and Foreign Agricultural Services</p> <p>Farm Service Agency</p> <p>[County Office Name] FSA Office</p> <p>[Any Town, ST XXXXX-XXXX]</p>		<p>[Date]</p> <p>Dear [Name] :</p> <p>Payment and educational benefits under the Trade Adjustment Assistance Program (TAA) have been approved for applicants who marketed [Enter commodity] in [Enter name of State] during the period from [Enter approved marketing period] to [Enter approved marketing period].</p> <p>Under this program, you may be eligible to receive a cash payment from the Farm Service Agency (FSA), technical assistance from the Cooperative State Research, Education, and Extension Service (CSREES), and employment services and occupational training benefits provided by the United States Department of Labor (DOL) through your State employment services agency. The preliminary payment rate under this program is estimated to be \$ [Amount] per [Enter unit] of [Enter commodity]. The final payment rate provided may be reduced from this estimated rate depending on the number of approved payment applications.</p> <p>Information and application forms for the TAA Program are available at your County FSA Office. To apply, you must provide evidence of production and document that your net income declined from the applicable pre-adjustment year. The application period for these benefits is from [Insert start date] to [Insert end date]. FSA must receive applications and supporting evidence of production no later than [Insert Date] to be accepted.</p> <p>To receive a TAA payment, applicants must also provide FSA with evidence of having completed technical training provided by CSREES. This evidence and documentation of net income must be submitted not later than September 30, [Year]. This training requirement may have been met by attending training provided by CSREES in a prior year. TAA applicants need to contact CSREES to determine their individual training requirement.</p> <p>Applicants who are approved for payment under TAA are eligible to apply for employment services and occupational training provided by the DOL. These benefits are available to individuals transitioning into another occupation and are administered through State-government employment service offices. Benefits combine occupational services and possibly training. Services include employment counseling, workshops to improve resumes and interview skills, and career assessment.</p> <p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>
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## Section 4 Producer Eligibility and Application

### 51 Eligibility and Certification Requirements [7 CFR Part 1580.301]

#### A General Eligibility Requirements

Producers applying for TAA benefits must:

- \*--provide acceptable photo identification issued by a State or Federal government agency--\*
- be covered by a certified petition approved by FAS
- submit properly completed FSA-229
- provide acceptable documentation to verify the production and quantity of the commodity entered on FSA-229 for the year certified as eligible by FAS
- be a citizen of the U.S. or a lawful alien possessing a valid Alien Registration Receipt Card (see 1-PL, paragraph 235).

\*--Producers eligible for a TAA payment must:--\*

- provide documentation of certifications for:
  - CSREES training as described in paragraph 53
  - net income as described in paragraph 54
- submit, or have submitted under another program, CCC-526 and comply with AGI provisions according to 1-PL, Part 6.5.

\* \* \*

## 51 Eligibility and Certification Requirements (Continued)

### B Eligible Applicant [7 CFR Part 1400.3]

An eligible applicant complies with annual program requirements and:

- \*--is an individual, partnership, joint stock owner, corporation, association, trust, estate, or any other legal entity as defined in 7 CFR 1400.3--\*
- as defined as a person in 1-PL, paragraph 110, is:
  - an individual, or an individual participating as a member of a joint operation or similar operation
  - a corporation, joint stock company, association, limited stock company, limited partnership, irrevocable trust, revocable trust together with the grantor of the trust, estate, or charitable organization including any entity participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor or a revocable trust, or a participant in a similar entity
  - a State, political subdivision, or agency thereof
- shares in the risk of producing the applicable commodity
- is determined to be a qualified fisherman whose catch competes in the marketplace with like or directly competitive aquaculture and who reports net fishing income to IRS on Schedule C or C-EZ (Form 1040)
- may be a minor if any of the requirements in 1-CM are met
- is a citizen or lawful alien possessing a valid I-151 or I-551.



**51 Eligibility and Certification Requirements (Continued)****C Person Determinations for TAA [7 CFR Part 1400, Subpart B and 1580.102]**

All “person” determinations for TAA will:

- be made according to 1 PL, Part 2, Section 6
- apply for the year for which TAA benefits are requested [7 CFR Part 1580.301].

The requirements of actively engaged in farming, cash rent tenant, and permitted entity rules do not apply to the TAA program.

For TAA applicants that are or were on record as participants in other FSA programs in which the payments were limited by “person,” use the “person” determination on file for the year that TAA benefits are requested.

For an individual or entity to be considered a separate “person,” the individual or entity must:

- have a separate and distinct interest in the land or crop involved
- exercise separate responsibility for this interest
- maintain funds or accounts separate from that of any other entity for this interest.

**D Ineligible Applicants**

Ineligible applicants are producers who:

\* \* \*

- have not complied with annual TAA program requirements

\* \* \*

- have not complied with AGI provisions according to 1-PL.



## 53 Documenting CSREES Training Certification

**A Training and Documentation Requirement [7 CFR Part 1580.301(e)]**

TAA applicants are required to contact CSREES for technical training whether their TAA application is for an initial or subsequent year. Applicants who are required to receive training, but who do not receive it, are ineligible for cash payments.

CSREES training:

- **is** required the first time a TAA applicant applies for a payment for a commodity whether the commodity petition is in its initial year or a subsequent year
- **may** be required for applicants who received training for the commodity under a previous TAA application and who are applying for benefits under a recertified petition.

Use the following table to determine whether a TAA applicant is required to attend and provide documentation of CSREES technical training.

Category of Applicant	Nature of Petition	
	Initial Petition for a Commodity	Subsequent (“Re-Certified”) Petition for Same Commodity
No prior CSREES training for commodity	Yes	Yes
Received training for commodity under a previous petition.	N/A	Yes, if required by CSREES. No, if not required by CSREES.

When training is required, the applicant shall have the opportunity to meet at least once within a 180-calendar-day period from the producer’s beginning application date of a petition, to receive technical assistance from CSREES. CSREES may not necessarily provide training after the 180-day period.

For purposes of payment eligibility, TAA applicants are considered to have met their training even if the training occurred after the 180-calendar-day period.

**\*--CSREES may request extensions to the normal 180-day training availability period when special circumstances occur. Any extension of a training period applies to all applicants under the petition regardless of their State of residence.--\***



**53 Documenting CSREES Training Certification (Continued)****B Documentation Requirement**

FSA must receive written confirmation from the producer, by no later than September 30, following the receipt of the application, that either:

- training was provided and received

**Note:** Applicants shall submit the TAA - Technical Assistance Certification Form in Exhibit 5.

- no training was required.

**Note:** Applicants shall submit a letter from CSREES that no training was required.

FSA may also accept letters from the CSREES teacher certifying that the training was provided if normal documentation has been lost.

**Note:** County Offices shall **not** issue TAA payments to applicants who have not provided 1 of the following by September 30:

- evidence of CSREES training
- a letter from CSREES explaining that no training was required.

\*--Any CSREES technical training requirement is considered as completed if the training is attended by a spouse of the applicant.--\*

## 54 Documenting Net Farm or Net Fishing Income Certification

### A Certification Requirement [7 CFR Part 1580.102, 1580.301(e), and 1580.502(a)(2)]

The net-income certification requirement for TAA requires **both** certification and documentation by an applicant.

Each producer applying for TAA benefits is required to:

- certify by signing FSA-229 that their net farm or fishing income for the year for which benefits are being requested is less than that for the pre-adjustment year

**Note:** See Exhibit 9 to determine the appropriate years for comparison.

- submit supporting documentation of this certification.

**Note:** County Offices should encourage producers to document their net income certification as soon as possible.

If an applicant's net income is negative (lost money) for each of the 2 comparison years, the applicant must have lost more money in the most recent year than the prior year to be eligible for a TAA payment.

### B Documentation Requirement

Producers must provide documentation to certify their net income. Required documentation to support their certification of net income is limited to either of the following:

- Service Form 990-C, Form 1040, Schedule C (Form 1040), Schedule F (Form 1040), Form 1065, Form 1120, or Form 4835
- supporting documents provided by CPA or attorney.

Net income is defined as net or ordinary income (which is also a net income), **excluding any TAA payments**, reported by the individual, partnership, corporation, or other eligible entity **to IRS**. No adjustments may be made to income levels submitted to FSA for **circumstances beyond** the control of the applicant, such as:

- acreage rotations
- short or cancelled fishing seasons
- extraordinary outlays or incomes.

**54 Documenting Net Farm or Net Fishing Income Certification (Continued)****B Documentation Requirement (Continued)**

\*--Effective for applications submitted under TAA petitions certified or recertified after February 1, 2005, any net farming or fishing income as documented by CPA's and attorneys must be fully consistent with net income reported to IRS. Additionally, any CPA or attorney documentation, such as separation of net income by commodity or species, must be substantiated with an original or amended tax return submitted to IRS if chosen for spot-check.--\*

**Note:** Native Americans applying for TAA must document their net-income certification. However, DAFP has waived the requirement that such documentation must be based on Federal income tax returns for Native Americans that are exempt from these taxes.





## 54 Documenting Net Farm or Net Fishing Income Certification (Continued)

**B Documentation Requirement (Continued)**

Following are examples of how to decide net-income from tax returns or documentation provided.

<b>Income Source</b>	<b>What Tax Documentation Presented Shows</b>	<b>Net Income Used for TAA Eligibility</b>
Farming multiple row crops when only 1 crop is approved for TAA, such as corn and Wild Maine blueberries.	Combined net farm income with no breakout of net income from wild blueberries only.	Use the combined net farm income as reported to IRS.
Fishing multiple species when only 1 is an approved species for TAA, such as Alaska Salmon and halibut.	<ul style="list-style-type: none"> <li>Income from all species is combined and net income from salmon is not separately reported on tax records.</li> <li>Net income from separate *--species was reported to IRS on either an original or amended return.--*</li> </ul>	<ul style="list-style-type: none"> <li>Use the combined net income from fishing as reported to IRS.</li> <li>Use net income from the approved species.</li> </ul>
Combined row-crop and aquaculture for which 1 of the 2 is approved, such as catfish and soybeans.	Schedule F was filed combining income from soybeans and catfish.	Use the combined net farm income as reported on Schedule F.
Two approved TAA commodities, such as Alaska salmon and Wild Maine blueberries.	<ul style="list-style-type: none"> <li>Schedules C and F both available.</li> <li>No income reported to IRS, but evidence of production on cash receipts is available.</li> </ul>	<ul style="list-style-type: none"> <li>An income test can be made separately for each individual approved commodity.</li> <li>Net income based on tax records is <b>not</b> proven, producer is ineligible.</li> </ul>

**54 Documenting Net Farm or Net Fishing Income Certification (Continued)****C Net Income Determinations From Commonly Used Tax Forms**

Net income (sometimes called ordinary income) documentation is commonly submitted on the following tax forms. Use this table to identify the applicant net income.

<b>Form/Schedule</b>	<b>Line Text</b>
Schedule C (Form 1040), Profit or Loss from Business	Net profit or (loss)
Schedule C-EZ (Form 1040)	Net profit
Schedule F (Form 1040), Profit or Loss from Farming	Net profit or (loss)
Form 1065, U.S. Return of Partnership Income	Ordinary income (loss)
Form 1120, U.S. Corporation Income Tax Return	Taxable income
Form 1120A, U.S. Corporation Short Form	Taxable income
Form 1120S, U.S. Income Tax for an S Corporation	Ordinary income (loss) from trade or business activities

FSA:

- accepts original or amended tax returns submitted to IRS or submitted to FSA by CPA or attorney
- rejects records not submitted to IRS.

For tax returns that combine income from a TAA commodity with income from other non-TAA commodities, net farm, or net fishing income is the net income from:

- the combined farming and/or fishing enterprise, if the tax return or documentation from \*-CPA or attorney, as submitted by IRS, does not separately identify the net income from the TAA-approved commodity
- the TAA-approved commodity enterprise only if the tax return or documentation from a CPA or attorney as reported to IRS, separately identifies the net income from the TAA--\* commodity.

## 56 Where to File

### A Filings by Alaska Residents

TAA applicants in Alaska file for FSA-229 in the Alaska State Office.

### B Filings by All Other Applicants

TAA applicants in all States other than Alaska file for FSA-229 in the County Office closest to their residence, regardless of the State where the commodity was produced, caught, or marketed.

**Example:** An applicant residing in Kansas who applies for TAA for Washington State Salmon must apply at the County Office in Kansas.

## 57 Submitting FSA-229

### A How to Submit

Producers covered by a petition certified as eligible for TAA shall submit:

- FSA-229
- the applicable CCC-502, if not already on file, which is:
  - CCC-502A or CCC-502EZ for individuals
  - CCC-502B for joint venture or general partnership
  - CCC-502C for corporations, limited partnerships, or similar entities
  - CCC-502D for estate or trust
- either of the following according to 1-FI, Part 3:
  - SF-1199A for direct deposit
  - FFAS-12 for a hardship waiver request for EFT.

\* \* \*



## Section 5 Processing Applications

## 71 Entering SCIMS and Other Producer Information

## A Required Producer Eligibility Information

Applicants must be on record in SCIMS before entering a TAA application into SCIMS software and as a pre-condition for their TAA application to be processed.

County Offices shall:

- enter applicant into SCIMS according to 1-CM
- ensure applicant is an active producer on a farm for the applicable program year

\* \* \*

- set the following eligibility flags according to 2-PL:

\* \* \*

- person

\* \* \*

- AGI (see 1-PL, Part 6.5) from CCC-526 or FSA-229 for FY 2004 applications

\* \* \*

- update the combined producer, joint operation, and permitted entity file, as applicable, for the applicable program year according to 1-PL and 2-PL.

**Note:** The applicable program year is the approved year for the individual commodity petition. See Exhibit 6.

## B Information Sources

For TAA applicants applying for the first time, enter information from the appropriate \*--CCC-502 and SF-1199A or FFAS-12.--\*

**71 Entering SCIMS and Other Producer Information (Continued)****\*--C Entering Applications into Application Software**

**All TAA applications that have been received shall be entered into the application software**, whether approved, pending, or referred to FAS.

Applications that have been submitted with production evidence, but are pending approval because of outstanding documentation, shall be entered into application software at the earliest possible date. Pending applications are subsequently accessed in the application software for:

- approval, if required documentation is received
- referral to FAS, if deadlines for submission of required documentation are not met.--\*

**72 Approving/Disapproving Applications****A Approving FSA-229's**

COC or designee may sign and approve FSA-229 as soon the applicant has provided required certifications and all documentation required in FSA-229, Part C.

\* \* \*

## 72 Approving/Disapproving Applications (Continued)

**B Disapproving FSA-229's**

Only FAS is authorized to disapprove any FSA-229. FSA may approve, but shall not disapprove any FSA-229. For applications that FSA cannot approve, COC shall:

- not complete items 8 or 9
- make and retain a copy of the original application and file with any applicable documentation that may have been submitted
- send the original FSA-229 **without any of the application documentation** to FAS. The original FSA-229's will be sent with a cover letter that is copied to STC. See subparagraph C for delivery instructions and sample cover letter.

**Note:** FAS will retain all FSA-229's sent by COC after they are reviewed, signed, dated, and marked as disapproved by FAS.

COC may not approve FSA-229 if any of the following apply:

- FSA-229, verifiable evidence of production, and acceptable documentation of net income were not received by the sign-up deadline of the individual petition
- the applicant failed to meet the net income requirement
- the application was filed late
- any 1 of the following were not received or previously filed by September 30:
  - evidence of required CSREES training
  - CCC-526
  - \* \* \*
  - documentation of a decline in net income.





72 Approving/Disapproving Applications (Continued)

**\*--C Delivery Instructions for Sending FSA-229's**

COC shall:

- send the original of all FSA-229's to FAS that COC cannot approve
- **not send any of the application documentation.**

Copies shall be sent to the following address using commercial delivery service.

Deputy Director  
 Import Policies and Program Division  
 Foreign Agricultural Service  
 1400 Independence Ave. S.W. STOP 1021  
 Room 5531-South Building  
 Washington DC 20250-1021

COC's shall send all FSA-229's to FAS with the following letter. Copies of this letter shall be sent to STC without FSA-229's.

United States Department of Agriculture Sumkinda County FSA Office Epting, Virginia 22304		(Date)
Deputy Director Import Policies and Program Division Foreign Agricultural Service STOP 1021 Washington DC 20250-1021		
Dear Sir:		
Enclosed are copies of original applications filed with our office for benefits under the following Trade Adjustment Assistance petitions:		
<b><u>FAS Petition Number</u></b>	<b><u>Number of Applications</u></b>	
P3-0001-0421	13	
P4-0016-0412	5	
We are unable to approve these petitions for cash benefits for the reason(s) indicated on each application.		
Sincerely,		
County Office Director		
cc: STC		

--\*

## 72 Approving/Disapproving Applications (Continued)

**D Applicant Notifications**

COC shall send to applicants who are:

- **approved by FSA** for a cash benefit, a copy of the signed, approved FSA-229

**Note:** COC must send FSA-229 to approved applicants. The Department of Labor requires it to establish eligibility for employment services and education provided through State employment offices.

- **--disapproved by FAS** for a cash benefit, FAS-931 in subparagraph E. FAS-931 must be sent no sooner than 5 working days after FSA-229 for the applicant has--\* been mailed to FAS.



The disapproval letter to be completed by COC must include the following:

- date sent
- inside address and salutation
- a brief statement of the reason for disapproval of the application.

## 72 Approving/Disapproving Applications (Continued)

## \*--E Example of FAS-931

The following is an example of FAS-931.

		
		[FAS Disapproval Date]
United States Department of Agriculture  Farm and Foreign Agricultural Services  Foreign Agricultural Service  International Trade Policy  Import Policies and Programs Division  1400 Independence Avenue, S.W. AgStop 1021 Washington, DC 20250-1021	[NAME] [ADDRESS] [ADDRESS]	
		Dear [Applicant's Name]:
		This is to inform you that the Foreign Agriculture Service has disapproved your [Enter year] [Enter State] [Enter commodity] marketing year application for a cash benefit under the Trade Adjustment Assistance for Farmers program (TAA).
		We have reviewed the information that you provided to the Farm Service Agency with your application and have made a final determination that you are ineligible for a cash payment.
		You have been denied a TAA cash benefit because [Enter reason] [continued reason]
		You may request review of our final determination by contacting the United States Court of International Trade, One Federal Plaza, New York, New York 10278-0001. The Office of the Clerk of the Court can provide instructions for requesting a judicial review. The Clerk of the Court can be reached at (212) 264-2800 or you can visit the Court's website <a href="http://www.cit.uscourts.gov">http://www.cit.uscourts.gov</a> (select "Trade Adjustment Assistance - Judicial Review".) Appeals to the Court must be filed within 60 days from the date of this letter. Prior to contacting the Court of International Trade, you may wish to contact your local FSA county office if you have questions about this disapproval of cash benefits.
		Sincerely,
		
		Deputy Director Import Policies and Program Division
FAS-931 (11-30-04)		
USDA is an Equal Opportunity Employer		

--\*

**\*--73 Required Deadline for Processing Applications and Software Dates****A Deadline for Entering Applications**

County Offices must enter application information into software as soon as possible after receipt of the application even if some documentation is missing because:

- CSREES needs to identify applicants to provide required training
- FAS need to determine all application quantities before any payments can be made.

County Office shall:

- encourage applicants to submit all required documentation within the application period
- enter all available information from FSA-229 as soon as possible after it is submitted but no later than 15 days following the last day of the petition application period
- enter documentation received after the application period as soon as possible but no later than October 15 of the current year.

**B Dates Required for Application Software--\***

TAA application software requires entry of the dates shown on FSA-229 for:

- FSA-229 submission
- documentation of production evidence
- documentation of net income
- documentation that technical assistance was received from CSREES.

The entry of these dates into the application software:

- assures all required documents were submitted by the program deadlines
- provides a basis for sequencing payments and payment limitation calculations.

For documentation received by the program deadlines, but not date-stamped by County Offices, the “date documentation received” entered in items 7A through 7 D and into the software must be no later than the deadline, which is:

- for production evidence, the last date of the signup period for the individual petition
- for all other documentation, September 30, 200X.

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

The following table lists the reports required by this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Report	Reference
SP- 1P	List of TAA Applicants	Monthly	County Offices submit to State Offices by COB the first Friday	Not required	74
			State Offices submit to Director, RME Center when requested		
		Final Consolidated Report	County Offices submit to State Offices by COB the 2nd business day after final date of an application period		
			State Offices submit to Director, RME Center when requested		

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
	FAS Disapproval Letter	72	18
CCC-184	CCC Check		117
CCC-501A	Members Information		29
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		29, 57, 71
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		29, 57, 71
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		29, 57, 71
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		29, 57, 71
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		29, 57, 71
CCC-502U	Update for CCC-502, Farm Operating Plan for Payment Eligibility Review		29

## Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		29
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		51, 55, 58, 71, 72
FAS-930	Trade Adjustment Assistance (TAA) for Farmers Petition for Certification and Eligibility for a Group of Producers	42	17, 40, 41
FAS-931	FAS Disapproval Letter	72	18
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		57, 71
FSA-211	Power of Attorney		32
FSA-229	Application for Trade Adjustment Assistance (TAA)	58	Part 2
FSA-230	Notification of Trade Adjustment Assistance (TAA) Benefits	30	
FSA-237	Facsimile Signature Authorization and Verification		57
I-151	Alien Registration Receipt Card		51
I-551	Alien Registration Receipt Card		51
IRS 99-C	Farmers' Cooperative Association Income Tax Return		54
IRS 1040	U.S. Individual Income Tax Return		54
IRS 1065	U.S. Return of Partnership Income		54
IRS 1120	U.S. Corporation Income Tax Return		54
IRS 4835	Farm Rental Income and Expenses		54
IRS Schedule C (Form 1040)	Profit or Loss From Business		51, 54
IRS Schedule F (Form 1040)	Profit and Loss From Farming		54
SF-1199A	Direct Deposit Sign-Up Form		57, 71

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
AGI	adjusted gross income	16, 51, 55, 58, 71
CPA	certified public accountant	54, 55
EFT	electronic funds transfer	117
HELC	highly erodible land conservation	51
HTS	Harmonized Tariff Schedule	42
ITP, IPPD	International Trade Policy, Import Policies and Programs Division, FAS	42
NPS	National Payment Service	81, 117
RME	Risk Management Education	74
SCIMS	Service Center Information Management System	71, 85-87
TAA	Trade Adjustment Assistance	Part 2, Ex. 4, 5
WC	wetland conservation	51

### Redelegations of Authority

This table lists redelegations of authority in this handbook.

<b>Redelegation</b>	<b>Reference</b>
COC may redelegate to CED or designee the authority to approve or disapprove FSA-229's.	18





Marketing Periods and Commodities Under Approved TAA Petitions

\*--

Commodity	State/Year	Application Software Petition Number	Approved Marketing Period	Approved Commodity (Applies to all years unless otherwise noted)
Catfish	AL, AR, FL, GA, ID, IL, KS, KY, LA, MS, MO, NC, NV, OH, OK, SC, TX, UT 2002	P200400050	CY 2002	Wild or pond-raised catfish
Lychee	Florida 2003	P200400090	May through July 2003	Lychees
Salmon	Alaska 2002 2003	P200400020 P200400021	CY 2002 CY 2003	King (Chinook), Silver (Coho), Pink (Humpies), Chum (Dog), and Red (Sockeye) (excludes Roe)
	Washington 2002 2003	P200400030 P200400031	CY 2002 CY 2003	King (Chinook), Silver (Coho), and Red (Sockeye) (excludes Roe)
Shrimp	Alabama 2002 2003	P200400080 P200200081	CY 2002 CY 2003	Wild or pond-raised varieties
	Arizona 2002	P200400100	CY 2002	Pond-raised varieties; rate applies to <b>head-off weight</b>
	Florida 2003	P200400120	CY 2003	Wild or pond raised varieties <b>excluding rock shrimp</b>
	Georgia 2002 2003	P200400060 P200400061	CY 2002 CY 2003	Wild or pond-raised varieties; rate applies to <b>head-off weight</b>
	Louisiana 2003	P200500010	CY 2003	Wild or pond-raised varieties
	North Carolina 2002 2003	P200400110 P200400111	CY 2002 CY 2003	Wild or pond-raised varieties
	South Carolina 2002 2003	P200400040 P200400041	CY 2002 CY 2003	Wild or pond-raised varieties
	Texas 2002 2003	P200400070 P200400071	CY 2002 CY 2003	Wild or pond-raised varieties
Wild Blueberries	Maine 2002	P200400010	CY 2002	Wild blueberries

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**Certified Petition Numbers and Producer Application Deadlines**

\*--

<b>Commodity</b>	<b>State/Year</b>	<b>FAS Preliminary Petition Number</b>	<b>Application Software Petition Number</b>	<b>Preliminary Rate (\$ per pound) 1/</b>	<b>Application Period (Includes last day)</b>
<b>FY 2004 Petitions</b>					
<b>Catfish</b>	AL, AR, FL, GA, ID, IL, KS, KY, LA, MS, MO, NC, NV, OH, OK, SC, TX, UT 2002	P4-0002-0405	P200400050	\$0.003	11/18/ 03 - 2/17/04
<b>Lychee</b>	Florida 2003	P4-0020-0410	P200400090	\$0.53	3/30/04 - 6/28/04
<b>Salmon</b>	Alaska 2002	P3-0002-0402	P200400020	\$0.030	10/22/03 - 1/20/04
	Washington 2002	P3-0004-0403	P200400030	\$0.07	10/22/03 - 1/20/04
<b>Shrimp</b>	Alabama 2002 (Head-on weight)	P4-0010-0408	P200400080	\$0.01	1/13/04 - 4/12/04
	Arizona 2002 (Head-off weight)	P4-0014-0409	P200400100	\$0.10	3/24/04 - 6/22/04
	Florida 2003 (Head-on weight)	P4-0016-0412	P200400120	\$0.06	3/30/04 - 6/28/04
	Georgia 2002 (Head-off weight)	P4-0003-0406	P200400060	\$0.13	11/10/03 - 2/9/04
	North Carolina 2002 (Head-on weight)	P4-0017-0411	P200400110	\$0.05	3/30/04 - 6/28/04
	South Carolina 2002 (Head-on weight)	P4-0001-0404	P200400040	\$0.11	11/10/03 - 2/9/04
	Texas 2002 (Head-on weight)	P4-0004-0407	P200400070	\$0.16	11/10/03 - 2/9/04
<b>Wild Blueberries</b>	Maine 2002	P3-0001-0401	P200400010	\$0.028	10/22/03 - 1/20/04
<b>FY 2005 Petitions</b>					
<b>Salmon</b>	Alaska 2003	S3-0002-0501	P200400021	\$0.031	10/15/04 - 1/13/05
	Washington 2003	S3-0002-0502	P200400031	\$0.021	11/1/04 - 1/31/05
<b>Shrimp</b>	Alabama 2003 (Head-on weight)	S4-0002-0502	P200400081	\$0.043	1/10/04 - 4/11/05
	Georgia 2003 (Head-off weight)	S4-0003-0503	P200400061	\$0.39	11/29/04 - 2/28/05
	Louisiana 2003 (Head-off weight)	P5-0001-0508	P200500010	\$0.056	1/10/04 - 4/11/05
	North Carolina 2003 (Head-on weight)	S4-0017-0505	P200400111	\$0.08	11/29/04 - 2/28/05
	South Carolina 2003 (Head-on weight)	S4-0001-0506	P200400041	\$0.25	11/29/04 - 2/28/05
	Texas 2003 (Head-on weight)	S4-0004-0504	P200400071	\$0.28	11/29/04 - 2/28/05

1/ Rates shown are for informational purposes only and may vary from final rates. Weights entered into payment software must be converted, if necessary, to the approved weight basis for the petition.--\*



## Conversion Factors Applicable to Production Quantities

### A Fish Weight Conversions

To convert fillets or dressed-fish weights to a whole-fish weight basis, use the following conversions factors. Multiply the dressed-weight by the factor to determine the whole-fish weight. The converted weight is the weight to be entered for payment.

	<b>Gutted, Head On</b>	<b>Gutted, Head Off</b>	<b>Fillet</b>
<b>Washington</b> Salmon (all species)	1.15	1.30	Not Applicable
<b>Alaska</b> King (Chinook)	1.220	1.389	Not Applicable
Silver (Coho)	1.087	1.333	Not Applicable
Pink (Humpies)	1.099	1.671	Not Applicable
Chum (Dog)	1.124	1.351	Not Applicable
Red (Sockeye)	1.087	1.351	Not Applicable
<b>Catfish</b>	Not Applicable	Not Applicable	2.857

### B Shrimp Weight Conversion

\*--The payment rates announced for Alabama, Florida, Louisiana, North and South Carolina, and--\* Texas are payable for whole-shrimp (head-on) weights. If production weights are reported as head-off weights, then these weights are multiplied by the following factor to convert to a whole-shrimp weight.

The payment rates announced for Georgia and Arizona are payable to head-off weights. If Arizona and Georgia shrimp weights are reported as on a whole-shrimp weight basis, then this weight is multiplied by the following factor to convert the whole-shrimp weight to a head-off weight basis.

<b>State</b>	<b>Conversion</b>
Alabama Florida North Carolina South Carolina Texas	Head-off weight times 1.59 equals whole-shrimp weight.
Arizona Georgia *--Louisiana--*	Whole-shrimp weight times 0.629 equals head-off weight.

**Note:** See subparagraph C for conversion factors for bait shrimp.

**Conversion Factors Applicable to Production Quantities (Continued)**

**C Live Bait Shrimp Conversion**

TAA is **not payable for shrimp heads** sold as fish bait.

Production evidence for shrimp caught under a bait-shrimp permit, but sold for human consumption, is commonly expressed in pounds and, therefore, not subject to conversion except as may be provided by subparagraph B.

Shrimp production evidence submitted for live bait shrimp that is:

- \*--expressed by volume (commonly quarts or gallons), is converted to pounds of whole shrimp, heads-on weight basis according to the following factors:
  - for Texas
    - number of quarts multiplied times 1.5 equals pounds of shrimp
    - number of gallons multiplied times 6.0 equals pounds of shrimp
  - for Georgia:
    - number of quarts multiplied times 0.83 equals pounds of shrimp
    - number of gallons multiplied times 3.32 equals pounds of shrimp
- expressed by the piece is converted to pounds of whole shrimp, heads-on weight, according to the following factors for:
  - Florida, 1.0 pound equals 100 bait shrimp

**Example:** 250 Florida bait shrimp equals 2.5 pounds head-on weight basis.
  - North Carolina, 1.0 pound equals 77 bait shrimp
  - Texas, 1.0 pounds equals 67 bait shrimp (1 dozen shrimp equals 0.18 pounds).

Bait shrimp are subject to the announced payment rates for shrimp under TAA.--\*

**Years for Applicant's Net-Income Comparison**

\*--

<b>Commodity</b>	<b>To Be Eligible for this Petition</b>	<b>Applicant's Net Income for Year</b>	<b>Must Be Less Than the Applicant's Net Income for Pre-Adjustment Year</b>
<b>Catfish</b>	AL, AR, FL, GA, ID, IL, KS, KY, LA, MO, MS, NC, NV, OH, OK, SC, TX, UT 2002	2002	2001
<b>Lychee</b>	Florida 2003	2003	2002
<b>Salmon</b>	Alaska 2002 2003	2002 2003	2001 2001
	Washington 2002 2003	2002 2003	2001 2001
	Alabama 2002 2003	2002 2003	2001 2001
	Arizona 2002	2002	2001
<b>Shrimp</b>	Florida 2003	2003	2002
	Georgia 2002 2003	2002 2003	2001 2001
	Louisiana 2003	2003	2002
	North Carolina 2002 2003	2002 2003	2001 2001
	South Carolina 2002 2003	2002 2003	2001 2001
	Texas 2002 2003	2002 2003	2001 2001
	Wild Blueberries		
	Maine 2002	2002	2001

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